

# PRESENTING ORGANIZATION ELIGIBILITY QUESTIONNAIRE

*This Eligibility Questionnaire is to be completed only once when first applying for fee support.*

Presenting Organization's Legal Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Arts Programming Contact \_\_\_\_\_ Title \_\_\_\_\_

Type of Organization

- ☐ Educational ☐ Private Series Federal EIN \_\_\_\_\_  
☐ Municipal Agency ☐ Community Organization (must be included)  
☐ Other \_\_\_\_\_

Congressional District: \_\_\_\_\_ Assembly District: \_\_\_\_\_ State Senate District: \_\_\_\_\_

Do you present events to the general public? \_\_\_\_\_yes \_\_\_\_\_no If no, explain on a separate page.

Number of full-time administrative staff employed in arts programming \_\_\_\_\_

Number of part-time administrative staff \_\_\_\_\_

Number of volunteer/student administrative staff \_\_\_\_\_

Number of full-time technical staff \_\_\_\_\_

Number of part-time technical staff \_\_\_\_\_

Number of volunteer/student technical staff \_\_\_\_\_

Largest fee your organization has paid for a performing group/artist (include non-CAC supported engagements) \$ \_\_\_\_\_

Name of artist(s) \_\_\_\_\_ Date(s) of engagement \_\_\_\_\_

Total presenting budget (performing artists' fees):

2000-2001 \$ \_\_\_\_\_ 2001-2002 \$ \_\_\_\_\_ 2002-2003 \$ \_\_\_\_\_ 2003-2004 \$ \_\_\_\_\_

Average Ticket Prices \$ \_\_\_\_\_ Do you have a series? \_\_\_\_\_yes \_\_\_\_\_no

Explain how you publicize and promote events \_\_\_\_\_

Identify the space(s) available for performances (use codes below):

- |   |  |   |
|---|--|---|
| 01 Traditional proscenium theater with fly gallery    | 07 Multi-purpose auditorium with fly gallery space                 | 13 Hotel ballroom with permanent stage          |
| 02 Traditional proscenium theater without fly gallery | 08 Multi-purpose auditorium with stage but no fly gallery          | 14 Restaurant or nightclub with permanent stage |
| 03 Proscenium theater convertible to thrust stage     | 09 Lecture hall with permanent stage                               | 15 Outdoor amphitheater or shell                |
| 04 Thrust stage theater                               | 10 Cafetorium  | 16 Outdoor bandstand                            |
| 05 Arena stage theater                                | 11 Gymnatorium   | 17 Fairground bandstand                         |
| 06 Flexible black box theater                         | 12 Meeting or convention hall or sports arena with permanent stage | 18 Recital hall                                 |
|   |  | 19 Other: _____                                 |

Code	Space Name	Location	Seating Capacity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **Attachments:**

1. The organization's current (2002-2003), 2001-02 and 2000-2001 season promotional materials or list of presentations; and
2. Either a copy of an "Exempt Letter of Good Standing" from the California Franchise Tax Board, or a copy of federal notification of tax exemption from the Internal Revenue Service.

**The Arts Council cannot issue fee reimbursement contracts to any presenting organization unless these materials are on file.**

Name (typed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_